

LANCASTER COUNTY
FOOD SERVICE DIRECTOR

NATURE OF WORK

This is professional work as the administrative dietitian of a county operated combined skilled and intermediate care facility with responsibility for coordinating all functions of the food service division.

Work involves planning, coordinating and directing the activities of the food service division to provide dietary service to residents, staff, family and guests through menu planning, supply and equipment purchasing, recipe analysis and standardization, food distribution, preparation and service. Work also includes division management of personnel, finances, equipment and sanitation; communicating with other directors regarding dietary services; developing working relationships with medical services, nursing, activities and social services; and interpreting regulations and fulfilling functions necessary to meet regulations. General supervision is received from the Nursing Home Administrator. Supervision is exercised over the Assistant Food Service Director and Food Production Manager, as well as subordinate cooks, food service workers, clerical and storeroom personnel.

EXAMPLES OF WORK PERFORMED

Develop and implement quality standards to be maintained in food production, service, sanitation and safety.

Interpret and implement State, Federal and USDA guidelines through development of division policies and procedures.

Plan menus within physician's diet prescription to meet nutritional, physical and food preference needs of residents.

Determine and purchase quantity and quality of needed food and supplies.

Prepare, implement and manage the divisional budget; develop long-term planning goals for the food service division.

Identify and direct development of computerization to meet the division's needs in inventory control, purchasing, nutritional assessment, cost control and resident diet information.

Serve as nutrition/food service resource person for county institutional agencies and departments.

Identify and teach topics and issues involving nutrition to staff, residents and families through classes, inservices and meetings.

Perform personnel functions within the food service division including hiring, training, scheduling, supervising, evaluating and disciplining staff; delegate assignments as necessary.

Assess nutritional status of residents and develop intervention plans to meet nutritional needs.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge in writing and implementing policies and procedures which meet high standards of food production, service, sanitation and safety and which meet State, Federal and USDA guidelines.

Considerable knowledge in planning regular and therapeutic menus and diets to meet physician's diet orders and the nutritional, physical and food preference needs of residents.

Considerable knowledge of current dietetic principles in the areas of food service management, therapeutics and food science for a geriatric population.

Considerable knowledge of food service electronic data management including the use of computers in inventory control, food costing, purchasing and nutrient analysis.

Knowledge in forecasting, writing and evaluating specifications of food products and in developing and implementing a cost effective purchasing system.

Knowledge of budget preparation including evaluating a budget, implementing cost accounting procedures, interpreting cost reports and implementing changes as needed.

Knowledge of food service equipment, operation, maintenance, cleaning and sanitation.

Ability to determine staffing needs, analyze productivity, develop training programs and supervise, schedule, evaluate and discipline employees.

Ability to delegate both responsibility and authority to subordinate supervisors and staff.

Ability to accurately assess and document the nutritional status of geriatric residents using appropriate anthropometric measurements, laboratory values, diet history and physical characteristics.

Ability to assess and develop long-range plans and be innovative in food service systems.

Ability to assess dietary layout and design and plan and implement changes.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, other County departments, outside organizations involved in food service, residents, family members and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in dietetics and nutrition plus considerable work experience in food service management including licensure as a Medical Nutrition Therapist in the State of Nebraska and American Dietetic Association registration.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with experience in food service management including licensure as or eligibility for licensure as a Medical Nutrition Therapist in the State of Nebraska and American Dietetics Association registration or eligibility for registration.

NECESSARY SPECIAL REQUIREMENT

Employees in this class working at Lancaster Manor must meet such physical and health requirements necessary for employment in a licensed skilled and intermediate care facility as required by the State of Nebraska.

Approved by: _____
Department Head

Personnel Director

Revised 11/96

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